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CENTER SCENE

The Bureau of Land Management Service Center Newsletter — *April 1991*

FFS REPORTS ARRIVING SOON

Internal management reports, state office reports, field office reports — where are they? The SC Division of Finance receives numerous telephone calls daily asking the same question.

The Federal Financial System (FFS) recently installed by the SC Division of Finance offers some necessary and useful reports. However, it does not offer each user their unique and customary report. These reports must be developed, and because there are only so many people to design, program, and produce them, a matrix is being developed to assign priorities and track the progress on each report. Currently the list narrowly fits on a 2- by 3-foot page, and is still growing.

What are the priorities? What report will I see first? Who gets the first report? Because most Bureau activities are budget driven, there is a thirst for financial information at all levels of management. And guess what types of reports have the highest priorities? Budget Reports!

Budget reports, commonly known as the Program Management System (PRMS), provide all the budget information requested up to a specific date. This system and its voluminous stack of reports have been worked on consistently since early last year, receiving many hours of review, and they are of the utmost quality. Two SC representatives from Finance have visited with the Washington Office staff to review these reports as a final step in getting them distributed to the appropriate managers, and they will soon be on your desk.

What's next? The Overtime report and a Financial Transaction Audit Trail are on the way. Internal Finance Office reports are trickling in one by one. There are too many to list, but you can stop by the Division of Finance and look at the report matrix anytime.

Keep in mind that just because you haven't seen a report doesn't mean the financial information isn't being recorded. Also be aware that the quality of the reports is only as good as the quality of the data submitted. When you get your reports, they will reflect what you, the manager, the clerk, the procurement specialist, and the accountant submitted as accountable transactions. The new FFS can do a lot of editing for you, but the system can't determine which accounts to charge.

To wrap it up — you haven't been forgotten. Just remember it takes time to learn a new automated financial system. It takes many hours to develop, program, and verify the data before releasing the reports you have requested. Don't give up. Your report is on the way. If you have new reporting needs, please don't hesitate to let them be known. Now is the time to include them, in the report development stage, so you won't be disappointed when your report arrives.

Youth Education Day
Friday, April 26, 1991
Open House, Building 20
9-11 a.m. and 12-2 p.m.

Students, teachers, counselors, parents are invited as part of the DFC's Earth Week Celebration. Call 236-0747 for more information.

WOMEN'S HISTORY MONTH

Edith Shea of the Colorado Historical Society's Volunteer Speaker Bureau recently gave a presentation about the contributions of famous women in the history of Colorado. The presentation was part of the SC's observance of Women's History Month.

AWS IS CONTINUED!

Last summer a trial period of Alternate Work Schedules (AWS) was instituted at the Service Center that gave employees the option of setting their own schedule with the approval of their supervisors. Under AWS, employees were given a number of choices in work schedules, ranging from the traditional 8 hours a day, 5 days a week to maxi-flex. Most employees elected to try maxi-flex, which gave the most flexibility in the schedules the employees worked. The trial period ended March 1, 1991.

To find out how successful AWS was during this trial period, two surveys were developed, one for all employees and one for supervisors. Both supervisors and employees responded overwhelmingly in favor of AWS. The major benefit stated by both groups was higher morale among employees.

Those favoring AWS included 90% (36 out of 40) supervisors in the supervisor survey; 88% (30 out of 34) supervisors in the employee survey; and 98% (205 out of 209) employees.

Because of the overwhelming support of AWS, management and Local 1945, National Federation of Federal Employees, elected to continue AWS.

PERSONNEL NEWS

New Employees:

Theresa Fresquez, Clerk, SC-320
Ronald Baker, Comp. Prg. An., SC-340
Melissa McNichols, Clk.-Typ., SC-630

Separations:

Chinele Hall, Library Aid, SC-320
Denise Bickler, Proc. Clerk, SC-650
Lee Werth, Nat. Res. Spec., SC-670

SC ENCOURAGES RECYCLING

These days, it is not uncommon to see neatly separated trash in front of many houses in your neighborhood on trash day. Recycling efforts are becoming more common, not only in our homes, but in the workplace as well. The Service Center is pitching in on the recycling effort in two ways — by collecting paper to be recycled, and by encouraging the use of recycled materials.

The SC has been collecting paper products to be recycled for the last 10-12 years as part of the Waste Not Program. Paper is collected every Thursday and taken to the Printed Materials Distribution Section (PMDS) warehouse in Building 41. The U. S. Treasury receives money for the 4,000-6,000 pounds of paper collected each week.

You'd be surprised how much your own office can contribute to waste not — especially during spring cleaning or office moves! Every desk should have a waste not box for white paper (empty boxes are usually available from the reproduction room). Colored paper should be kept in a separate box — mixing it with white reduces the amount of money the Government collects.

Other tips about contributing to waste not: remove staples or clips, do not include anything that is bound or glued, do not include plastic of any kind. Paper containing sensitive information can be shredded, or can be boxed and sealed, and marked "liquify." It will then be picked up with regular waste not. The Cooperative Administrative Support Unit (CASU) will receive a Certificate of Destruction from the recycler for the sensitive material.

Mike Bentley and Bob Moody start their weekly waste not collection.

In addition to collecting paper, the SC is encouraging the use of recycled materials for printed products. According to SC Printing Specialist Carl Anderson, "Printing contracts through GPO encourage the use of recycled materials for publications. Some stipulate *only* recycled materials..."

All of the Branch of Procurement's bid solicitations currently printed in-house at GPO are on recycled paper (white only). The upcoming RFP, which will require 590,000 8-1/2 x 11-inch sheets of paper, will be printed totally on recycled paper. Recycled paper is not presently being used for in-house reproduction because no source was made available through GSA. GSA is working to remedy this situation.

In some cases, using recycled materials may be more costly. And these materials may have inherent flaws, like marks, streaks, or discoloration. But the biggest limiting factor to using recycled materials is availability, especially in colors, in this area. Hopefully, as demand increases, so will supply.

In the future, wherever practical, recycled materials will be used for the printing of any new contracts or procurement actions by the SC. Upon renewal of the present printing contract, we also hope to have Center Scene printed on recycled paper!

PRESENTING NEW TECHNOLOGY

Automation and new technology are creeping into all aspects of the work we do at the Service Center. Even training and other presentations can benefit from new technology. One of the newest presentation mediums, involving the use of laser disks, was demonstrated to several employees at the Service Center in late February.

Laser disks are capable of storing narration, video, slide stills, video generated graphics, and some formats of computer graphics, and can be used effectively for interactive presentations. Interactive means that a user, through continual exchange of information with the equipment, can participate by making a response, influencing the pace of the action, etc. What makes the laser disk special is that it does not require a PC to run, the cost requirement is low, and it takes only minimal orientation.

The equipment required includes an ordinary television, a laser disk player, a bar code scanner, and some coaxial cable to connect the player to the TV. Costs are minimal — most offices already have a TV. A laser disk player ranges from $450 to $895 depending on the features desired. A bar code scanner is around $130. Putting the information on disk costs between $1,600 and $1,800.

Orientation to a laser disk package is quite simple. All of the information for a presentation is contained in a workbook and a laser disk. The workbooks include instructional text, illustrations, and bar codes. The bar codes are just lines of varying widths printed on a page in black ink. The bar code scanner interprets from these black lines what sequence of frames to play from the laser disk.

All the user must do is place the disk in the player, hold down a button on the bar code scanner, and quickly run it over the bar code on the workbook page from left to right. The player beeps when the information is read, proceeds to the corresponding sequence on the disk, and plays automatically. Running the player is also simple — it is similar to a VCR.

Another advantage to a laser disk system is that it would be difficult for the user to make a mistake. The instructions are listed step by step in the workbook, and if a mistake *is* made, the player can be stopped easily. There is no way for users to alter the data in the presentation, and yet they still have control over what they see. This factor alone will probably contribute to a rapid increase in the use of such systems for presentations and training in the future.